

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

## Norfolk State University Classic Upward Bound Program's Travel Guidelines

The NSU Classic Upward Bound Program provide many opportunities for student participants to engage in various cultural and educational activities throughout the year that may require instate and out-of-state travel. On these occasions it is necessary for all parties to understand what their responsibilities/duties are during their attendance.

### STAFF:

1. Providing guidance and instructions to all attendees of the event.
2. Developing and distributing an itinerary/agenda of the event.
3. Obtaining any consent forms or other documentation deemed necessary for participation in the events.
4. Informing parent(s)/guardians(s) of pertinent information regarding student pick-up and drop-off times/locations, travel dates/times, contact persons, addresses, telephone numbers, etc.

### PARTICIPANTS:

1. All participants are required to follow instructions and guidelines of all NSU Classic Upward Bound Program's Staff.
2. All participants must remain/stay with all NSU Classic Upward Bound Program's Staff unless otherwise instructed.
3. All participants are expected to discipline themselves, be respectful and honest and cooperate with others. Participants are **not** allowed to engage in any behavior/activity, which might reflect negatively on the program or themselves.
4. Participants will be held responsible for destruction of **any** property (including personal property).
5. NSU'S Classic Upward Bound Program **will not** be responsible for any participant engaging in activities, which may result in civil and/or criminal action.

### PARENTS/GUARDIANS:

1. Providing positive instructions about appropriate behavior.
2. Providing all NSU Classic Upward Bound Program with contact persons, telephone numbers and other pertinent information in case of emergencies.
3. **Being on time at drop-off and pick-up locations.**

**I have read, understand and agree to follow all Norfolk State University's Classic Upward Program's Travel Guidelines.**

\_\_\_\_\_  
Participant Signature                      Date

\_\_\_\_\_  
Parent/Guardian Signature                      Date

\_\_\_\_\_  
Program Coordinator                      Date